STATE OF CALIFORNIA RECORDS RETENTION SCHEDULE APPROVAL REQUEST STD. 72 (REV. 7-92)

STD. 72 (REV. 7-92)		(1) DEPARTMENT, BOARD OR COMMISSION	OR COMMISSION	***************************************	
		Department of De	of Developmental	tal Services	
Submit three copies	Submit three copies with three copies of the	Residential ADDRESS	<u>Development</u>	Services	
Records Retenti	Records Retention Schedule, STD. 73.	1600 9th Str	Street, Room 340.	Sacramento.	CA 95814
TO: DEPARTMENT O	DEPARTMENT OF GENERAL SERVICES OFFICE OF INFORMATION SERVICES	CHECK THE APPROPRIATE (2) X New schedule	BOX: of records that have	HE APPROPRIATE BOX: New schedule of records that have never been scheduled. (Complete boxes 5 - 8.)	omplete boxes 5 - 8.)
1500 5th Street, Room 116 Sacramento, CA 95814 (o	1500 5th Street, Room 116 Sacramento, CA 95814 (or IMS C-39)	(3) Revising a pre (A new approv	Revising a previous schedule. (Complete boxes 5 - 12. (A new approval number will be assigned.)	nplete boxes 5 - 12.) signed.)	
(916) 445-2294 or	(916) 445-2294 or CALNET 485-2294	(4) Amending son (The original a	Amending some pages of a previous schedule. (Co) mp	ete boxes 8 - 12.)
NEW SCHEDULE	(5) SCHEDULE NUMBER	(6) SCHEDULE DATE	(7) NUMBER	NUMBER OF PAGES	(B) CUBIC FEET (Total Schedule)
INFORMATION (If applicable)	95-5	2/95		,	B .
PREVIOUS SCHEDULE	(9) SCHEDULE NUMBER(S)	(10) APPROVAL NUMBER(S)	(11)	APPROVAL DATE(S)	(12) PAGE NUMBER(S) REVISED
(If applicable)					
PART I AGENCY STATEMENTS	ATEMENTS		·	***************************************	
As the program in the attached scheme the State Administrate Administrated at the schedule) that all	As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed the attached schedule, I certify that all records are listed, that I have reviewed the need for the records, (per Section 1611 of the State Administrative Manual) that each retention period is necessary and correct as scheduled, and (for a revised schedule) that all items on the previous schedule have been accounted for.	d to sign for the progr are listed, that I have ention period is nece: le have been accoun	am manager) dire reviewed the nee ssary and correct a ted for.	ctly responsible for the d for the records, (per S as scheduled, and (for	for the records listed on (per Section 1611 of d (for a revised
(13) SIGMATURE/MMAKAGER DI	MANAGEM DIRECTLY RESPONSIBLE FOR THE RECORDS	s (14)	THE LAND		(15) PATE SYGNED
In accordance wi General Services all the factors list	In accordance with Government Code 14755, approval of the attached Records Retention Schedule by General Services is hereby requested. Retention periods have been established by this agency after a all the factors listed in Section 1667 of the State Administrative Manual.	pproval of the attach on periods have been Administrative Manu	ed Records Reten established by th		the Department of careful evaluation of
I hereby certify the disposal of recon	I hereby certify that I am authorized to act on behalf of the head of this agency in matters pertaining to disposal of records. (Per Section 1611 of the State Administrative Manual.)	ehalf of the head of the state Administrative M	iis agency in matte fanual.)		the retention and
SIGNATURE	VAGENENY ANALYST	(1)	TITLE	A 3	11
(18) NAME (Printed or Typed) The large Research Pott tit	-Po++++	(19)	TELEPHONE	(916) 654-2869 or	(20) DATE SIGNED
RT II -	DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)	APPROVAL (Per Go	Vernment Code S	ection 14755)	WWW. PARTIES AND THE STATE OF T
Tamora	M. Intierre	[2]			
Information Management	Management Consultant	Hant (24)	2/14/95		
PART III ARCHIVAL	PART III ARCHIVAL SELECTION (Per Government Code Section 14755)	nt Code Section 1475	5)		
THE ATTACHED RECO	THE ATTACHED RECORDS RETENTION SCHEDULE:	ļή			
Contains no ma	Contains no material subject to further review by the California State Archives	by the California Stat	æ.		
Contains materi Archives" may n State. (Per Sec	Contains material subject to archival review. Items stamped "Hold/Notify Archives" may not be destroyed without clearance by the Secretary of State. (Per Section 1614 of the State Administrative Manual.)	tems stamped "Hold/ ince by the Secretary trative Manual.)	Notify		The second secon
(27) SIGNATURE-CHIEF OF ARCHIVES	CHIVES	(28)	B) DATE SIGNED		Administration to the second s
E					Manufacture of the Control of the Co

STATE OF CALIFORNIA RECORDS RETENTION SCHEDULE

STD 73 (REV 5-90)

See instructions in SAM 1600

DEPARTMENT (1) Developmental Services	SCHEDULE NUMBER 95-5	DATE 2/95				
ORGANIZATIONAL UNIT Residential Development Services	PAGE 1 OF 1 PAGES					
ADDRESS (number, street, 1600 9th Street, Room 340, Sacramento	city)	DEPARTMENT OF GENERAL SERVICES AND NUMBER (5) 95 · 01.1	APPROVAL			

ITEM NO.	CUBIC FEET	CALIFORNIA STATE ARCHIVES	TITLE AND DESCRIPTION OF RECORDS	MEDIA	VITAL		RETEN	TION		PRA (Exempt) & IPA	REMARKS
		USE ONLY	405	(10)	(11)	OFFICE (12)	DEPT (13)	SRC (14)	TOTAL (15)	(16)	(17)
(6)	(7)	(8)	The mission of the Residential Development Section is to create alternative living options for consumers in the Developmental Centers (DC's) and those currently living in the community. This mission is mandated by the Superior Court of California based on the Coffelt Lawsuit.	(10)							Retention Criteria: Section Chief policy, unless otherwise noted.
- And the state of	4 ft		Secured fingerprint files for the Department (Rap sheets from Department of Justice (DOJ) based on fingerprints.) Requirement of SB 1730 *	P		10			10	ΧI	Files are maintained for 10 years to streamline the future workload of DOJ and DDS regarding employee reinstatments, transfers, exemptions, etc. Destruction: Confidential shredding mandatory
2.	4ft		Computer files (Includes but not limited to inventory sheets, documentation and justifications.)	Р		Active			Active	1	Active for the life of the computer. Destruction: Non-Confidential
3.	1 ft	TRANSFER TO ARCHIVES	Technology Dependent Children reports (Tracking of children currently living in the DC's under the age of 18 and their medical needs.)*	P		2 years			2 Yrs.	XI	Destruction: Confidential shred
A.	1 ft	ARCHIVES ARCHIVES	Career Fairs at Developmental Centers (data that was utilized to create and develop training at the DC's. Career Fairs are mandated by the Superior Court of California based on the The Coffelt Lawsuit.)	р		5 years			5 Yrs.	***************************************	Destruction: Non-confidential
8.	1 ft Total Cubic Feet= 11 ft	Mechanic Pricites do	21 Regional Center files with general information pertaining to each center (Includes but limited to budgets and technical information).	P		2 Yrs		· · ·	2 Yrs		Destruction: Non-confidential

^{*} Exempt from disclosure to the public per the Public Records Act, Section 6254 (c,k). Data subject may access per the Information Practices Act, Section 1798.34. (employees). Information and records shall be disclosed only in cases stated in Welfare and Institutions Code, Section 4514 (clients).